



SUPERVISOR'S DUTIES

IDENTIFY EMERGENCY POINTS

Fire Extinguishers:

If used, contact Kate Williams (0491 358 876) at Hornsby Shire Council (HSC) for replacement extinguisher, advising which type.

1) CO2 Fire Extinguisher is located next to main entry door. To be used **only** on Electrical Fires.

2) ABE Fire Extinguisher is located next to door to Library

First Aid Kit:

Located in First Aid enclosure

Defibrillator:

Located above First Aid Kit

Master Electrical Switch (over rides all General Power Outlets):

Located next to Main Entry Door

ROUTINE ACTIVITIES:

1) Replacing Bandsaw Blade

Turn off power and release tension. Blades are stored in hatch under mezzanine. Select correct blade (identified on the door of the bandsaw).

2) Replacing Cartridge to Sawstop

Turn off power

3) **Dust Collection Bins** – If a lot of sawdust is being created during the day i.e. by the thicknessers, check the bins progressively during the shift. Otherwise, check and empty, if required, at end of the day.

If you do not feel confident in carrying out any of these activities, please ensure you log the issue in the Supervisor's Report so it can be attended to at the next shift.

EMERGENCY:

Occasionally you may be faced with an emergency. This is rare but you must be prepared.

If an emergency does occur then you should **Pause, Read, React**

Pause: Take a few seconds to set yourself to make a calm, calculated decision

Read: Access the situation

React: Take the necessary action.

Involve all members present to achieve maximum co-operation, input and support. When calling emergency services (eg Fire Brigade, Ambulance or Police), give the address **33A Sefton Road, Thornleigh nearest cross street Chilvers Road**, and follow any instructions given over the phone.

This may involve identifying a fire and, whether outside help is required, a medical condition eg Heart attack, Stroke or Injury, evacuation, turning off power.

1) Fire: Identify severity and type of fire. If severe, evacuate building to assembly point as indicated on the evacuation chart (inside Main Door Entry). Direct someone to dial "000", ask for Fire Brigade. Also contact the HSC Warden (**tel # 9847 4802**). Take attendance book and conduct a roll call to ensure all are accounted for. Only attempt to put out fire if it is safe to do so.
If a minor fire, clear area, identify type of fire and use appropriate extinguisher.

2) Medical: Refer to the Patient's Emergency Contact File to inform the appropriate person. Be familiar with the location and contents of the First Aid cupboard and the defibrillator.

A) Heart: direct someone to dial "000" and ask for Ambulance. Have that person wait outside for ambulance. Get Defibrillator, located above First Aid Kit in First Aid enclosure. Turn on and follow Prompts.

B) Stroke: direct someone to dial "000", ask for Ambulance. Have that person wait outside for ambulance. Make person comfortable.

C) Electrical: Clear Area, turn off Electrical Master Switch located near front door. If necessary direct someone to dial "000", ask for Ambulance. Have that person wait outside for ambulance. Make person comfortable.

D) Injury: If severe, direct someone to dial "000", ask for Ambulance. Have that person wait outside for ambulance. Make person comfortable and apply bandage. If finger etc is cut off, retrieve where possible, wrap it in a moist towel and place in a waterproof bag then place in a container of ice.

If further treatment is required, take to Emergency Department Hornsby Hospital or Medical Centre.

If injury is minor, treat from first cabinet.

On completion of any incident, enter the details in Incident Report Book located behind front desk, and complete the Supervisor's Report

General Supervision:

Keep an eye on the activities of members to ensure they are using the equipment correctly. A sudden change in noise is an indicator. However, there are incidents where you will only detect by sight e.g. guard on bandsaw too high, guard on stop-saw not down. Keep an eye on unsafe acts such as trip hazards.

SHED OPENING and CLOSING PROCEDURES

A – OPENING:

1) Unlock the door and put chock in place. Relock the door in the open position in case you have to leave early and the other supervisor does not have their key.

Note: If you are the only supervisor do not leave the shed until the last member has left.

2) Open the inactive leaf if necessary and put chock in place.

3) Sign board and flag to be put out – if raining, do not put the flag out.

4) Turn on lights (3 switches) and master switch (1 switch).

5) Wednesday mornings: bring in red bin (every week) and blue bin (every second Wednesday).

6) Check heart defibrillator for green arrow indicating battery is ok.

7) Turn on Boiling Water Unit (switch adjacent to BWU) and hot water unit (switch under bench).

7) Check level of dust in bins under dust collector. If more than a third full, empty into plastic bag for recycling or, if there is an excess of recycled dust in plastic bags, put in red bin for disposal. **Note:** Bins should have been checked the night before – this is a precaution.

8) Turn on dust collector WHEN required – turn red switch on (right side of control panel) and when lights come press green switch on front of panel.

9) Tension band saws (put lever at back of bandsaw in down position), remove covers and stack neatly adjacent to each bandsaw.

10) Remove covers from all other equipment and place neatly adjacent to each piece of equipment.

11) Turn on dust filters over the sawstops with remote control. Remote controls located in box above light switches. Same remote control turns on both dust filters. **Note 1:** Filters will turn off automatically when master switch is turned off. **Note 2:** dust filter over routers currently not operative.

12) Ensure any Visitors sign the attendance book and wear a “Visitors Badge” while in the Shed.

B – CLOSING:

- 1) Ring the bell 15 minutes before closing time.
- 2) Turn off dust collector– the shakers will continue running for a short period.
- 3) Ensure all members have cleaned the benchtops and equipment they have used, and sweep adjacent floor area
- 4) Release the tension on the bandsaws (lever now in up position), turn off switch and put covers on.
- 5) Turn off switches and put covers on all other equipment.
- 6) Empty all rubbish bins into red bin.
- 7) Turn off boiling water unit and hot water unit.
- 8) Check that the shakers on the dust collector have stopped (when you put your hand on front of dust collector you will feel vibrations IF the shakers are still in action). If shakers have stopped, check level of dust in bins. If over one third full, empty bins as described above. Turn red switch on side of control panel off.
- 9) On Tuesday night red bin to be put out for rubbish collection. Every second Tuesday night put out blue bin (check dates).
- 10) Bring in sign board and flag.
- 11) Ensure all members have left.
- 12) Fill out the Supervisor’s Report if any incidents / issues need escalating.
- 13) Turn off master switch and light switches.
- 14) Ensure the back door (near library) is locked
- 15) Bring chocks in and close doors. Check the door is locked

| Revision | Date | Author |
|----------|------------|--------|
| 1.0 | 01.08.2024 | RP |